



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 669-1320 • Fax (928) 669-5263

Eldred Enas, Chairman

January 24, 2012

#07-12

VACANCY ANNOUNCEMENT

DEPARTMENT: ACCOUNTING
POSITION: ENTERPRISE ACCOUNTANT
SALARY: \$41,600 ANNUALLY
CLOSING DATE: OPEN UNTIL FILLED

DUTIES: Enterprise Accountant will be under the direction of the Tribal Controller. Enterprise Accountant will be directly responsible for the preparation of monthly financial statements for CRIT Air, Home Rentals, Aha Quin and Colorado River Building Materials. This includes doing journal entries in the general ledger and reconciling all cash accounts receivable, verifying assets and maintaining depreciation and prepaid insurance schedules. Also responsible for conducting inventories at year-end, and all preparation for these inventories prior to inventory at year-end, which includes listing items, or doing maps where applicable. End of year inventories also include verifying assets, verifying petty cash, and getting fuel and propane reads where applicable. Access reports from CRIT's AS/400 to book payroll, postage, credit card charges, etc., and do journal entries to record these expenses to reconcile due to and do from CRIT Accounts. Responsible for auditing daily reports and gas logs for accuracy, recording overages or shortages as necessary and ensure all deposits are accounted for. Supervise Enterprise Bookkeeper who prepares Accounts Payable checks and review and approve all checks processed for proper account coding and mathematical accuracy. Bookkeeper also prepares Accounts Receivable statements for various enterprises and reviews and verifies these for accuracy. Enterprise Bookkeeper also prepares cash flow update weekly to the Managers. Required to report to and attend meetings on a monthly basis and provide monthly financials, be available to answer any financial questions and do any research requested and provide reports on the research requested. Assist Managers in all aspects of internal budgetary controls and audits, also assist them with the preparation of annual budgets, provide reports to Managers and/or Office Managers as requested or research concerns they may have, as needed. Work with the auditors during annual audit; make all records available for their

review. Prepare monthly check requests to Tax Department for processing through Accounts Payable.

REQUIREMENTS:

Bachelor's degree in Accounting. Extensive experience may substitute for the educational requirements. Strong organizational skills and experience in full charge bookkeeping.

APPLY:

**C.R.I.T. HUMAN RESOURCES DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344**

FOR EMPLOYMENT APPLICATION VISIT: <http://crit-nsn.gov>

INDIAN PREFERENCE: Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

CRIT OFFERS: Health and Life Insurance, Pension Plan, Paid Holidays, Sick and Annual Leave. Pre-Employment Drug Screening is required.